

DOWNPAYMENT ASSISTANCE PROGRAM APPLICATION
(See page 2 for instructions)

APPLICANT INFORMATION									
1	Name of applicant:			2	Name of co-applicant:				
3	Mailing address of applicant:		Street:			City		Zip:	
4	Address of home being purchased:		Street:		5	City		Zip:	
6	Lender's Name:								
7	Contact Person:			Phone Number:			Fax Number:		
Eligibility									
8	Is home being purchased in an unincorporated area of Fresno County? <input type="checkbox"/> Yes <input type="checkbox"/> No		9	If you answered "no" to Question #8, what city is the home located in?		10	Is home being purchased currently occupied by a tenant? (See instructions on following page.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
11	Total number of persons, including co-signs and co-mortgagors. (See instructions on following page.)		12	Gross monthly income (see instructions): \$		13	Maximum monthly income from Table A on reverse: \$		
14	Will the applicant use the home as his/her principal residence? <input type="checkbox"/> Yes <input type="checkbox"/> No		15	Does the applicant qualify for a home purchase loan? <input type="checkbox"/> Yes <input type="checkbox"/> No		16	Does the property comply with HUD minimum property standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		
17	Is the sales price at or below the appraised value and less than \$154,896.00? <input type="checkbox"/> Yes <input type="checkbox"/> No		18	Was the home built prior to 1978? If yes, (See instructions on following page.) <input type="checkbox"/> Yes <input type="checkbox"/> No		19	Is the requested DAP loan at least \$1,000.00 and no more than \$6,000.00? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*If any answers to questions 14 through 17 are "no", applicant is not eligible for a DAP Loan. If all answers to questions 14 through 17 are "yes" the applicant does qualify for a DAP Loan and processor should proceed to the next section.									
HUD TRACKING REQUIREMENTS									
20	Is applicant/co-applicant handicapped? <input type="checkbox"/> Yes <input type="checkbox"/> No		21	Is applicant a female head of household? <input type="checkbox"/> Yes <input type="checkbox"/> No		22	See instructions on following page. Farm Worker <input type="checkbox"/> Yes <input type="checkbox"/> No		
23	RACE CATEGORIES					ETHNICITY			
	Race				Check Only One Race Category		Check if also Hispanic		
1	American Indian or Alaska Native								
2	Asian								
3	Black or African American								
4	Native Hawaiian or Other Pacific Islander								
5	White								
6	American Indian or Alaska Native and White								
7	Asian and White								
8	Black or African American and White								
9	American Indian or Alaska Native and Black or African American								
10	Balance/Other								
In the order listed, please attach copies of the following documents to this application: 1) the mortgage credit analysis worksheet (MCAW, if FHA loan) signed by the underwriter or 1008 Uniform Underwriting & Transmittal Summary (if conventional loan) and 203 (k) worksheet if applicable; 2) typed lender's loan application including the borrower's date of birth; 3) copy of Driver's License; 4) copy of the borrower's credit report; 5) documentation of borrower's income; 6) copy of borrower's prior year tax return; 7) Receipt of Lead Based Paint Pamphlet if applicable; 8) Lead Based Paint Compliance Inspection Report if applicable; 9) copy of appraisal; 10) escrow instructions showing final vesting of title, along with any amendments; and 11) Copy of Homeowners Training Completion Certificate.									
LENDER'S CALCULATION OF AMOUNT OF DAP LOAN									
24	Sales price of home or appraised value, whichever is less:							\$	
25	Closing costs including prepaid expenses and discount points:							\$	
26	Total cost of purchase (line 24 & 25):							\$	
27	Loan amount to be financed by primary lender:							\$	
28	Amount required to close escrow (line 26 minus 27):							\$	
29	Minimum cash required from buyer (3% line 24)							\$	
30	Subtract line 29 from 28							\$	
31	Allowable DAP loan (5% of line 26) based upon percentage of purchase cost:							\$	
32	Maximum amount of DAP loan based upon program limits:							\$	
33	Determine DAP amount by entering the lesser of lines 30, 31 or 32:							\$	
LENDER'S CERTIFICATION OF ELIGIBILITY									
34	I have reviewed the foregoing information and attachments and find they are true and accurate to the best of my knowledge and that applicant is eligible for assistance from the County of Fresno's Downpayment Assistance Program in the amount shown on line 33.								
35	Name of Underwriter:			36	Signature of Underwriter:			Date:	
County of Fresno Approval									
RECOMMENDED FOR APPROVAL					APPROVED				
By:			Date:		By:			Date:	

Instructions For Completing Downpayment Assistance Program Application

The County will check its files to determine if the borrower(s) owe any money to the County. If so, the County will require repayment of this debt prior to releasing the DAP loan documents to title.

- 1. Type or print legibly the applicant's name as it is to appear on Promissory Note.
- 2. Enter co-applicant's name as it is to appear on Promissory Note.
- 3. Enter mailing address where applicant(s) is currently residing.
- 4. Enter address of home being purchased.
- 5. Enter city and zip code of home being purchased.
- 6. Enter Lender's name.
- 7. Enter contact person's name, phone number, and fax number.
- 8. If the home is in an unincorporated area of Fresno County, check "yes". If the home is in the corporate limits of a Fresno County city, check "no". Incorporated cities are: Clovis, Coalinga, Firebaugh, Fowler, Fresno, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, Sanger, San Joaquin and Selma.
- 9. If the home being purchased is located within the corporate limits of a Fresno County city, enter the city's name. Telephone the County Loan Officer prior to submitting this application to ensure that this city is presently participating in the DAP Program.
- 10. Homes occupied by a tenant or vacant and previously occupied by a tenant are eligible for DAP assistance provided the tenant is not occupying the residence at the time the buyer takes possession (close of escrow) or the loan agreement between the buyer and the County is executed or the tenant signs a waiver to relocation benefits, or the tenant received a written notice of the possibility that displacement may occur and that relocation assistance will not be provided. The tenant must receive this notice before leasing and occupying the property.
- 11. Enter the total number of persons who will live in the home, including any non-occupying co-applicants, co-borrowers, co-mortgagors, co-owners, and co-signers.
- 12. Monthly income is annual income divided by twelve. Annual income is the anticipated total income from all sources received by each person living in the household, as well as income from non-occupying co-owners, co-signers, or co-mortgagors. It includes, but is not limited to the full amount, before any payroll deductions, of wages, salaries, overtime pay, commissions, fees, tips, and bonuses. It includes interest, dividends, and net income from operation of a business.
- 13. Using the answer to 12, enter the monthly gross income for household size from Table A below. If the maximum monthly gross income from Table A is more than the answer to number 12, applicant is income eligible for a DAP loan.

Table A: Maximum Allowable Monthly and Annual Gross Income by Household Size

Size	1	2	3	4	5	6	7	8
Monthly	2,117	2,421	2,725	3,025	3,271	3,513	3,754	3,996
Annual	25,400	29,050	32,700	36,300	39,250	42,150	45,050	47,950

- 14. In order to be eligible for DAP, the home being purchased must be the applicant's principal residence.
- 15. If the applicant qualifies using your (primary lender) underwriting standards, then indicate "yes".
- 16. The lender certifies that the residence meets HUD minimum property standards. The inspection to determine compliance can be performed by the primary lender's appraiser.
- 17. HUD requires that the sales price cannot exceed 95% of the FHA loan limit for Fresno County.
- 18. DAP application package for ANY home built prior to 1978 must include: **1)** verification that applicant has received the "Protect Your Family From Lead in Your Home Pamphlet, (#EPA 747-K-001 April 2001, **And 2)** If Section VC-12 of the appraisal is checked Yes, a Compliance Inspection Report (HUD Form 92051) signed by a certified person indicating that all conditions have been satisfied is required.
- 19. The County will not process a DAP loan for less than \$1000 nor for more than \$6000.
- 20. If either applicant or co-applicant is handicapped, please check "yes". Otherwise, check "no".
- 21. If applicant is female, and head of household please check "yes". If applicant is male, please check "no".
- 22. Is Applicant a Farm worker? Farmworker means a farm employee of an owner, tenant, labor contractor, or other operator raising or harvesting agricultural commodities; or a worker in the employ of a farm operator, handling planting, drying, packing, grading, storing, delivering to storage or market, or carrying to market agricultural or aquacultural commodities produced by the operator.
- 23. Enter Ethnicity of Head of Household.
- 24. Enter the lesser of the sales price or appraised value.
- 25. Enter the total for all closing costs including prepaid expenses & discount points.
- 26. Enter the sum of lines 24 and 25.
- 27. Enter the loan amount to be financed by primary lender.
- 28. Subtract line 27 from line 26 and enter answer.
- 29. Enter an amount that is at least 3% of line 24. A minimum cash contribution of 3% of the sales price or appraised value, whichever is less, is required. Any unused funds at the close of escrow must be returned to the County and will be credited to the borrower's DAP loan.
- 30. Subtract line 29 from line 28 and enter answer.
- 31. Enter 5% of line 26.
- 32. Maximum amount of DAP loan is \$6000.
- 33. Enter the lesser of lines 30, 31 or 32.
- 34. This is the certification made by the underwriter when he or she signs on line 36.
- 35. Enter the name of the underwriter.
- 36. The underwriter certifies by signing and dating application here.